



Next Year School (NYS) Assignment Process

Quick Reference Guide

Overview

Each January, the NYS assignment process is run to place in next year's school currently enrolled MCPS students who are continuing in the school system. The process consists of *sequentially* applying rules to a current list of students along with the students' current primary address. As a rule is applied, students either are assigned to next year's school based on the rule or are passed through to the next rule in the process until assigned.

Most students are assigned to their next year school through this process. Some exceptions are temporarily assigned to a school and are also documented in reports sent to schools. School staff resolve the exceptions and manually assign the students to next year's school. Also, in February and March, school staff manually assign to next year's school those students who participate in consortium lotteries and are not placed in their preferred school.

Rules

The rules for the NYS assignment process are applied in the order listed below. Students who are matched to a rule are assigned to next year's school according to that rule. Otherwise, students are matched against each subsequent rule until they either are assigned to next year's school or, at the end of the process, are listed in one of the exception reports sent to schools for resolution and manual assignment of next year's school.

Home Instruction

1. Students receiving home instruction return to the same school (number 435) with an incremented grade level.

Consortium School

- 2a. Students in a consortium school return to the same school if the next grade level is available at that school.
- 2b. Students are assigned to a holding school (number 994) if their next year's home school is a consortium school and they are currently *not* in a consortium school, or if they are currently in a consortium school but the next grade level is not available at that school.

Student Programs

3. Students in the following non-consortium student programs (identified in the Online Administrative Student Information System (OASIS)) return to same school if the next grade level is available at that school:
 - ✦ Elementary magnet
 - ✦ International Baccalaureate Diploma Program (IB)
 - ✦ Secondary magnet
 - ✦ Secondary special programs

Homeless

- 4a. Homeless students return to same school if the next grade level is available at that school.
- 4b. Homeless students are assigned to the articulating school based on their current school if the next grade level is *not* available at their current school.
- 4c. Homeless students continuing in a split articulation school are assigned to their home school if one of the split articulation schools is their home school.
- 4d. If neither split articulation school is their home school, homeless students continuing in a split articulation school return to the same school with an incremented grade level, even if the next grade level is *not* available at that school.

Special Schools

5. Students in special schools return to same school with an incremented grade level, even if the next grade level is *not* available at that school. Special schools include the following, as well as Alternative Programs and the Gateway to College Program:

School #	School Name
215	Carl Sandburg Learning Center
525	MCPS Transitions
587	PEP-Itinerant
799	Stephen Knolls
916	Rock Terrace
951	Longview
965	RICA –Regional Institute for Children and Adolescents

Special Education

- 6a. Special education students return to same school if the next grade level is available at that school.
- 6b. Special education students are assigned to the articulating school based on their current school if the next grade level is *not* available at their current school.
- 6c. Special education students continuing in a split articulation school are assigned to their home school if one of the split articulation schools is their home school.
- 6d. If neither split articulation school is their home school, special education students continuing in a split articulation school return to the same school with an incremented grade level, even if the next grade level is *not* available at that school.

ESOL

7. Students in the English for Speakers of Other Languages (ESOL) program return to same school if the next grade level is available at that school (grade levels 6–11 only).

Note: All elementary schools have ESOL programs. Therefore, ESOL students in grade levels K–5 follow the same rules as do non-ESOL students.

Change of School Assignment (COSA)

8. Students with a valid COSA are assigned to the transfer school if they currently attend the transfer school.

Note: If a student moves after the COSA is approved, the transfer remains valid during the effective date of the transfer, which is either 1 year or until the student is ready to matriculate to the next education level (elementary school to middle school, middle school to high school).

Non-MCPS

9. Students with a non-MCPS address return to the same school with an incremented grade level, even if the next grade level is *not* available at that school.

All Other Students in Grade Levels K-11

10. All other students who are currently in grade levels K-11 are assigned to their home school, including the following:

- ❖ Students in special programs if their next grade level is *not* available at their current school
- ❖ Students in the ESOL program, grade levels K-5
- ❖ Students with a valid COSA if they do *not* currently attend the transfer school
- ❖ All other students not addressed by any of the special conditions above

Prekindergarten

- 11a. Current prekindergarten students (grade level 14) who will be 5 years old by September 1 of the next school year are assigned to their home school.
- 11b. Students who will be 4 years old by September 1 of the next school year are assigned to their current school as grade level 14 (prekindergarten) for the next school year.

Reports

Exceptions resulting from the NYS assignment process are documented in reports that are sent to schools so that school staff can resolve the exceptions and manually assign the students. Below are samples of these reports.

For the first two reports, the student's current school must be contacted to make any corrections. For the third report, a future enrollment must be recorded for any student without an enrollment for the upcoming school year. For the fourth report, the future enrollment must be corrected to the appropriate school for the student's grade level.

Students New to LAYTONSVILLE ELEMENTARY (51) in 2013-2014 (excluding articulating students)					
Grade Level	Student ID	Last Name	First Name	Middle Name	Previous School
1	000001	Carver	George	Washington	MARYVALE ELEMENTARY (210)
3	000002	Jones	John	Paul	MARYVALE ELEMENTARY (210)
4	000003	Alcott	Louisa	May	MARYVALE ELEMENTARY (210)

*Students new to a school next school year
(excluding articulating students)*

Students Leaving GERMANTOWN ELEMENTARY (102) in 2013-2014 (excluding articulating students)					
Grade Level	Student ID	Last Name	First Name	Middle Name	New School Name
1	000004	Adams	John	Quincy	BROWN STATION ELEMENTARY (559)
3	000005	Edison	Thomas	Alva	CLOPPER MILL ELEMENTARY (100)
15	000006	Bell	Alexander	Graham	CLOPPER MILL ELEMENTARY (100)

*Students leaving a school next school year
(excluding articulating students)*

LAKE SENECA ELEMENTARY (108) Students Missing an Enrollment for 2013-2014				
Grade Level	Student ID	Last Name	First Name	Middle Name
14	000007	Stowe	Harriet	Beecher
14	000008	Wright	Frank	Lloyd

*Students who could not be placed in next year's school through the
NYS assignment process*

LAKE SENECA ELEMENTARY (108) Students with Incorrect Grade Level for 2013-2014				
Grade Level	Student ID	Last Name	First Name	Middle Name
6	000009	Key	Francis	Scott
6	000010	Poe	Edgar	Allan

Students articulating to a grade level not in their current school

Tip

School staff should not remove a future enrollment without recording a new one, even if they are certain that a student is not returning to MCPS in the upcoming school year.